



## Glossary of Terms and Acronyms

January 2009

**960** - Refers to the State Form Number 960 (SFN 960) for the reporting of suspected child abuse or neglect.

**AASK** - Addults Adopting Special Kids is a collaboration involving the department's Children and Family Services Division, Catholic Charities North Dakota, and PATH ND. They work together to promote and facilitate the adoption of children with special needs from the foster care system.

**Abuse** - Any willful act or omission by a caregiver or other person, which results in physical injury, mental anguish, unreasonable confinement, sexual abuse or exploitation, or financial exploitation of a vulnerable adult.

**Abused Child** - An individual under the age of 18 years who is suffering from abuse as defined in Subdivision A of Subsection 1 of Section 14-09-22 caused by a person responsible for the child's welfare, and "sexually abused child" means an individual under the age of 18 years who is subjected by a person responsible for the child's welfare to any act in violation of sections 12.1-20-01 through 12.1-20-07, sections 12.1-20-11 through 12.1-20-12.2, or Chapter 12.1-27.2 (sex offenses listed in the criminal code). (14-09-22 "Inflicts, or allows to be inflicted, upon the child, bodily injury, substantial bodily injury, or serious bodily injury as defined by section 12.1-01-04 or mental injury") (12.1-01-04 "Bodily injury" means any impairment of physical condition, including physical pain. "Serious bodily injury" means bodily injury that creates a substantial risk of death or which causes serious permanent disfigurement, unconsciousness, extreme pain, permanent loss or impairment of the function of any bodily member or organ, a bone fracture, or impediment of air flow or blood flow to the brain or lungs. "Substantial bodily injury" means a substantial temporary disfigurement, loss, or impairment of the function of any bodily member or organ.)

**Access Services** - Services such as transportation, escort/shopping assistance, outreach, and information and assistance, which help people to identify, obtain, and use existing services.

**ACJ** - Alliance for Children's Justice is a statewide multi-disciplinary coalition of professionals and parents dedicated to quality child protection services in North Dakota.

**ACS** - Affiliated Computer Services Inc. is the company North Dakota has contracted with for its Medicaid Management Information System replacement project and its Pharmacy Point of Sale system project.

**Acute Care Unit** - A service unit in the department's Human Service Centers that provides general outpatient mental health services.

**ADA** - Americans with Disabilities Act of 1990 [Pub. L. 101-336; 104 Stat. 327; 42 U.S.C. § 12101 et seq.]

**ADL** - Activities of Daily Living refers to daily self-care personal activities that include bathing, dressing and undressing, eating or feeding, toileting, continence, transferring in and out of a bed, or chair, or on and off the toilet; and mobility inside the home.

**Administrative Assessment** - Process of documenting reports of suspected child abuse or neglect that do not meet the criteria for a Child Protection Services Assessment.

**Administrative Referral** - Process of documenting the referral of reports of suspected child abuse or neglect that fall outside the jurisdiction of the county where the report is received.

**Adoption Assistance** - A form of monetary assistance to families adopting children from foster care who have special needs. This assistance can take the form of a monthly payment, Medicaid as a backup to a family's private health insurance, or reimbursement of nonrecurring expenses related to adoption.

**Adoption Search/Disclosure** - The process whereby an adopted individual, a birth parent, or birth sibling of an adopted individual, or an adult child of a deceased adopted individual can request and receive identifying information related to the adoption.

**Adoption Subsidy** - See Adoption Assistance.

**Adult Day Care** - A program of non-residential activities provided at least three (3) hours per day on a regularly scheduled basis one or more days per week and encompassing both health and social services needed to ensure the optimal functioning of the individual.

**Adult Education Transition Services (AETS)** - Refers to services provided to students 18-21 years of age who are eligible for Developmental Disabilities Case Management Services and can benefit from residential and/or day services provided in the developmental disabilities system while they are still in school. This is a joint initiative between the Department of Public Instruction and the Department of Human Services. Individuals must meet eligibility requirements. Education agencies and Medicaid provide funding.

**Adult Family (Foster) Care** - Provision of 24-hour room, board, supervision, and extra care to adults who are unable to function independently or who may benefit from a family home environment. Care is provided in a licensed home.

**ADRC** - Aging and Disability Resource Center is a visible and trusted place at the community-level where people can turn for information and counseling on all available long term support and service options. It functions as a single point of entry to public long term support programs and services. North Dakota does not have an ADRC.

**Aging Services** - Refers to the Aging Services Division of the N.D. Department of Human Services, which administers programs and services for older persons and vulnerable adults as the designated State and Area Agency on Aging under the Older Americans Act.

**Approved Relative** - An unlicensed child care provider who is eligible to participate in the Child Care Assistance Program. By federal law, an approved relative must be related to the child by marriage, blood relationship, or court order such as a grandparent, great-grandparent, aunt, uncle, or a sibling age 18 or older who does not live with the child. These providers can care for up to 5 children including their own children under the age of 12. All adults living in the home are checked against the ND Office of Attorney General's sex offender list.

**Arrearages** - Past-due, unpaid child support owed by the noncustodial parent. Also may be referred to as "arrearages."

**ASAM** - American Society of Addiction Medicine, Patient Placement Criteria, Second Edition-Revised. These are the clinical guidelines used for matching clients to the appropriate level of care for the treatment of substance-related disorders.

**ASFA** - The Adoption and Safe Families Act of 1997 [Pub. L. 105-89; 111 Stat. 2115; 42 U.S.C. § 1305 et seq.] is federal legislation to shorten the length of time in foster care and to ensure safety and permanency for children.

**Assisted Living** - An environment that helps people maintain as much independence as possible by providing apartment-like units and individualized support services, which accommodate individual needs and abilities. Assisted living facilities are required to be licensed in the North Dakota.

**Assistive Technology (AT) Device** - Any item or piece of equipment used to maintain or improve the functional capabilities of individuals with disabilities.

**Assistive Technology (AT) Service** - Any service that directly assists an individual with a disability in selecting, acquiring or using an assistive technology device. AT services may include: evaluation, purchasing, designing, leasing, training for individuals, family members, and professionals; and coordinating therapies. It also includes services that expand access to electronic and information technology for people with disabilities.

**Attendant Care Service (ACS)** - Hands-on care, of both a supportive and medical nature, specific to a client who is ventilator-dependent for a minimum of 20 hours per day and includes nursing activities that have been delegated by the Nurse Manager to the ACS provider. ACS is an all-inclusive service that provides direct care to ventilator-dependent individuals to meet their care needs.

**Attendant Care Service Provider** - Is a Qualified Service Provider (QSP) who is an unlicensed assistive person enrolled and in good standing with the North Dakota Board of Nursing. The attendant care service is provided under the direction of a licensed nurse who is enrolled with the Department of Human Services as a QSP to provide Nurse Management.

**Background Check** - (See also *Criminal Background Check*) Refers to the check that is currently done on child care provider applicants (licensed and self-certified) to see if a person's name appears on the ND Child Abuse and Neglect Index showing a finding of "services required" for child abuse or neglect and to see if the person is on the ND Office of Attorney General's List of Convicted Sex Offenders and Offenders Against Children.

**Basic Care Assistance Program** - Supplements room and board payments made by individuals of limited means living in basic care facilities. The Basic Care Assistance Program is funded with state general funds.

**Basic Care Facility** - A licensed residential facility that provides room and board and services to individuals who need health, social, or personal care services, but do not require extensive medical services.

**Benchmark** – A specific measurement as it relates to progress toward meeting a standard or goal.

**BEST** - Basic Employment and Skills Training program provides motivation and job seeking skills to Supplemental Nutrition Assistance Program recipients who are required to register for work. The department contracts with Job Service North Dakota to provide the service in Burleigh County and Cass County.

**Best Practice** - Practices that incorporate the best objective information currently available from recognized experts regarding effectiveness and acceptability.

**BLHSC** - BadLands Human Service Center is located in Dickinson. (See *HSC definition*.)

**Business Services** - Part of Vocational Rehabilitation, *Business Services* is also known as *Rehabilitation Consulting and Services* and provides consultation, technical assistance, and information to businesses so they can resolve disability-related issues and have an available source of qualified employees.

**CA/N** - Child Abuse and Neglect

**Care Coordinator** - Describes the comprehensive case manager in a child and family case involving severe emotional disturbance.

**CARF** - Commission for Accreditation for Rehabilitation Facilities

**Case Management** - A process in which a professional case manager assesses the needs of the client and arranges, coordinates, monitors and evaluates services, and advocates to meet the specific client's needs in the least restrictive environment.

**CCAP** - Child Care Assistance Program provides partial payment for child care services provided to children from qualifying low-income families.

**CCDBG** - Child Care Development Block Grant

**CCWIPS** - The Comprehensive Child Welfare, Information, and Payment System is a computerized case management and payment system for foster care and adoption services.

**CFS** - Refers to the Children and Family Services Division of the Department of Human Services. CFS has administrative responsibility for the policies and procedures relating to children and families. The division is responsible for program supervision and technical assistance for the delivery of public child welfare services.

**CFSR** - Child and Family Services Revue is a federal child welfare review conducted in all states. North Dakota uses this same process to conduct child welfare reviews in each region of the state annually.

**Child and Family Team** - Related to children's mental health services and child welfare services, the Child and Family Team consists of the child, family and persons most pertinent in the life of the child and family, as determined by the family (in most instances). The team meets to identify family strengths, needs, risks, and resources to reduce and/or eliminate the risk of removal from the home, reunification, emotional and educational needs, child abuse and neglect and ensure the safety, permanency and well-being of children and families.

**Child Care Provider** - A person, group of persons, or agency that is responsible for the education and supervision of the child/children in their care in exchange for money, goods, or services.

**Child Care Provider Licensing** - County social service offices conduct child care licensing studies, investigate complaints, and issue correction orders. The Department of Human Services' regional child welfare administrators review applications and studies, and issue licenses, denials, revocations, and suspensions. The Department's "State Office," which includes the Children and Family Services Division and the Legal Unit, develops and reviews regulations, policies, and procedures; conducts licensing training; reviews notices before issuance; and provides technical assistance.

**Child Care Resource and Referral (CCR&R)** – In North Dakota, two CCR&R agencies assist families searching for licensed child care and educate families about what to look for in providers. They also collect and maintain a database of providers, compile supply and demand information, provide and coordinate provider training, provide technical assistance to help providers become licensed and to improve quality, support child care programs in other ways, and work with communities to address child care issues. Established in 1992 by the North Dakota Legislature, the CCR&R programs in the state are supported by public funding (mainly from the ND Department of Human Services) and private funding.

**Child Fatality Review Panel** - A multi-professional group that meets to review the deaths of all minors in the state and identifies trends or patterns in the deaths of minors.

**CHIP** - Children's Health Insurance Program. See Healthy Steps and State Children's Health Insurance entries.

**Chore Service** - These tasks enable a client to remain in the home. Tasks include heavy housework and periodic cleaning, professional extermination, snow removal, and the task must be the responsibility of the client and not the responsibility of the landlord. Emergency Response Systems (ERS), such as electronic devices enabling the client to secure help in an emergency by activating the "help" button, are also available under this service.

**CIL** - Center for Independent Living. The four CILs in North Dakota provide services to individuals with disabilities so they can live and work more independently in their homes and communities.

**Client Assistance Program (CAP)** - Designed to inform and advise all Vocational Rehabilitation clients and applicants about the benefits available under the Federal Rehabilitation Act of 1973, and to assist clients in securing those services.

**CMHS Block Grant** - Community Mental Health Service Block Grant

**Congregate Care** - Refers to a specialized group residential facility that provides programming for elderly individuals with mental retardation to help them maintain their current level of functioning. The health and medical conditions of the individuals served are stable and do not require continued nursing or medical care.

**Continuum of Care** - A functional philosophy that seeks to ensure clients receive the right service in the right place at the right time.

**Co-occurring Disorders (COD)** - Individual has one or more substance-related disorders along with one or more mental disorders.

**Corporate Guardianship** - A service purchased on behalf of individuals eligible for developmental disabilities case management services when a district court has determined the individual requires a guardian and no one else is available to serve as guardian.

**The Council for Quality and Leadership** - Often referred to as “The Council” or “CQL,” this entity accredits providers of services for mentally retarded/developmentally disabled people.

**CP** - For child support purposes, the Custodial Parent is the person (generally a parent) who has primary care, custody, and control of a child or, if a court has made a custody determination, the person who has legal custody of a child.

**CPS** - Child Protection Services protect the health and welfare of children by encouraging the reporting of children known to be or suspected of being abused or neglected; provide services for the protection and treatment of abused and neglected children to protect them from further harm.

**CPS Assessment** - A fact finding process designed to provide information that enables a determination to be made whether services are required for the protection and treatment of a child. These assessments are completed by County Social Service Board social workers.

**CPS Assessment Decision** - The result of a CPS assessment, which reflects whether services are required for the protection and treatment of an abused or neglected child.

**Criminal Background Check** - Fingerprints are taken and sent to the North Dakota Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI) to determine if there is any criminal history record information regarding the person. This type of background check is being proposed for child care providers and is currently in place in North Dakota for foster care and non-relative adoptions, as well as North Dakota’s CareCheck Registry – the existing voluntary criminal background check process for child care providers. (See *Background Check entry*.)

**CRU** - Crisis Residential Units provide generally short-term stabilization and support to individuals diagnosed with mental illness and/or chemical dependence who are experiencing crisis as a result of exacerbation of symptoms.

**CSAP** - Center for Substance Abuse Prevention is the sole federal organization with responsibility for improving accessibility and quality of substance abuse prevention services.

**CSAT** - Center for Substance Abuse Treatment is a component of the Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of Health and Human Services (DHHS), that works to expand the availability of effective treatment and recovery services for alcohol and drug problems.

**CSCC** - Children Services Coordinating Committee

**CSHCN** - Children with Special Health Care Needs. As defined at the federal level, this population of children has or is at increased risk for chronic physical, developmental, behavioral, or emotional conditions requiring health and related services of a type or amount beyond that required by children generally.

**CSHS** - Children's Special Health Services (formerly Crippled Children's Services) is part of the Department of Health; it provides services directly or through contracts to children with special health care needs and their families.

**Day Supports** - This is a single day program, which encompasses services previously known as Developmental Day Activity, Developmental Work Activity, Prevocational Work Activity and Adult Day Care. Day supports may include assistance with acquisition, retention or improvement in self-help, socialization and adaptive skills; provision of social, recreational, and therapeutic activities to maintain physical, recreational, personal care, and community integration skills; development of non-job task oriented prevocational skills such as compliance, attendance, task completion, problem solving and safety; and supervision for health and safety. Services are provided in settings appropriate to an individual's needs.

**DC** - Refers to the Developmental Center. Located in Grafton, N.D., it provides residential and other services to individuals with developmental disabilities.

**DD** - Refers to the Developmental Disabilities service system, which provides case management, day supports, residential services, and family support services to individuals with mental retardation or developmental disabilities of all ages, and early intervention services to infants and toddlers who are at risk for, or experiencing developmental delays.

**DDS** - Disability Determination Services makes eligibility decisions for Social Security Disability Insurance and Supplemental Security Income so that eligible individuals can receive disability benefits. This is part of the ND Department of Human Services.

**Debit Card** - A card that may be used to electronically withdraw account deposits at an Automated Teller Machine (ATM) or a bank teller window, or to use at a point-of-sale (POS) machine to purchase goods, or services, or to obtain cash. Debit cards are used by the Department of Human Services to pay cash assistance under TANF programs and to distribute child support payments to custodial parents. Custodial parents receiving child support payments may also choose "direct deposit" as an alternative.

**Determination** - The result of an assessment of suspected institutional child abuse or neglect.

**Developmental Disability** - Refers to a severe chronic condition that constitutes a lifelong mental or physical impairment, which became apparent during childhood and has hampered an individual's ability to participate in mainstream society, either socially or vocationally.

**Direct Deposit** - For child support purposes, it is a process involving the electronic funds transfer of support payments from the State Disbursement Unit (SDU) into a custodial parent's bank account. This is done only upon the request of the custodial parent. Custodial parents may also choose to receive payments via a debit card.

**Disease Management** - A system of coordinated healthcare interventions and communications for populations with conditions in which patient self-care efforts are significant (for example, Medicaid recipients). Disease management: (1) supports the physician or practitioner/patient relationship and plan of care, (2) emphasizes prevention of exacerbations and complications using evidence-based practice guidelines and empowerment strategies, and (3) evaluates clinical, quality of life and economic outcomes on an on-going basis with a goal of improving participants overall health.

**Diversion Assistance** - An alternative to Temporary Assistance for Needy Families (TANF) assistance, Diversion Assistance is available for no more than four months in a year, and is intended to allow individuals to avoid some of the complications of TANF in an effort to quickly achieve self-sufficiency.

**DJS** - Division of Juvenile Services is a division of the North Dakota Department of Corrections and Rehabilitation. DJS is responsible for the custody of delinquent and unruly children placed in its care by the courts.

**DRA** - Deficit Reduction Act of 2005 [Pub. L. 109-171; 120 Stat. 4; 42 U.S.C. § 1108, et seq.]

**Dual Diagnosed** - Diagnosed with two disorders such as those individuals diagnosed with mental illness and chemical dependence or individuals diagnosed with mental illness and developmental disabilities.

**Dual Eligibles** - Individuals who qualify for both Medicaid (state and federally-funded health coverage for low-income persons) and Medicare (federal health coverage program for persons age 65 and older and other qualifying individuals with disabilities).

**DUR Board** - Drug Ut看ilization Revue Board is a volunteer board whose makeup and duties appear in Code of Federal Regulations and subsequently in state statute. Comprised of pharmacists and physicians, the Board was established to advise the Medicaid program on prior authorization and other pharmacy cost control and utilization matters.

**EAP** - Economic Assistance Policy is a division of the department that administers policy for and includes the following programs: Child Care Assistance Program, Basic Care Assistance Program, Energy Assistance (also referred to as Low Income Home Energy Assistance, or LIHEAP), Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance for Needy Families (TANF), including Diversion Assistance and Job Opportunities and Basic Skills (JOBS). EAP is also responsible for Medicaid Estate Recovery, Quality Control, and System Support and Development.

**Early Head Start** - A federally funded program that serves income eligible infants, toddlers and expectant parents. Early Head Start provides services that include prenatal development/healthy pregnancy, child development, health, nutrition, parent education/family development and parent leadership opportunities. Early Head Start reserves 10 percent of its enrollment for children with special needs.

**Early Intervention Services** - Refers to a statewide program for infants and toddlers who range from newborn to three years of age who have a developmental delay, disability, or a condition that could result in substantial limitations if intervention is not provided. Intervention services are designed to help address the physical and developmental needs of children, and to augment the capacity of their families to meet their special needs.

**Early Learning Guidelines** - These voluntary guidelines are intended as a resource for parents, child care providers, pre-kindergarten and Head Start teachers, and others. They outline the skills, knowledge, and dispositions young children need prior to entering first grade.

**EFT** - Electronic Funds Transfer is a process by which money is transmitted electronically from one bank to another.

**English Language Learners (ELL)** - People who are learning the English. Another related term commonly used is English as a Second Language (ESL).



**Environmental Modification** - Physical adaptations to the home necessary to ensure the health, welfare, and safety of a client or that enable a client to function with greater independence in his/her home.

**Expanded SPED Program** - Expanded Service Payments to the Elderly and Disabled Program is a companion program to the Basic Care Assistance Program. It pays for services that can be provided in the home and community so that people can avoid having to move to a basic care facility. The Expanded SPED Program is funded with state general funds.

**Extended Personal Care** - Includes hands-on care of a medical nature that is specific to the needs of an eligible individual and will enable an individual to live at home. This service is provided by a Qualified Service Provider (QSP), and to the extent permitted by State law, is care that would otherwise be provided by a nurse. A nurse licensed to practice in the state will provide training to a QSP approved by the Department to provide the required care and will provide at a minimum, a review of the client's needs every six months to determine if additional training is required. Activities of daily living (ADL) and instrumental activities of daily living (IADL) are not a part of this service.

**Extended Services** - This refers to long term supports provided by a job coach for individuals with disabilities employed in the community.

**FACSES** - The Fully Automated Child Support Enforcement System is the statewide automated system that supports the processing of child support cases in North Dakota and supports the State Disbursement Unit (SDU) in processing child support payments.

**Family Caregiver Support Program** - Federally funded under the Older Americans Act, this Aging Services program offers help to caregivers who are caring for an adult age 60 or older, or who are themselves age 55 or older and are caring for grandchildren or relatives who are age 18 or younger or for an adult child with a disability who is between 19 and 59 years of age. Services include information and referral, assistance from a trained caregiver coordinator to help caregivers assess needs and access support services, individual and family counseling, support groups, training, and respite care for caregivers.

**Family Group Decision Making** - Relating to the provision of child welfare services, this is defined as a strengths-based collaborative, coordinated decision making process using family, agency and support service resources to ensure the safety, permanency and well-being of children and families.

**Family Home Care** - The provision of room, board, supervisory care, and personal care service to an eligible elderly or disabled individual by the spouse or by one of the following relatives, or the current or former spouse of one of the following relatives of the elderly or disabled person: parent, grandparent, adult child, adult sibling, adult grandchild, adult niece, or adult nephew. The family home care provider does not need to be present in the home on a 24-hour basis if the welfare and safety of the client is maintained.

**Family Personal Care** - This helps individuals remain with their family members and provides extraordinary care payments to the legal spouse of a recipient for the provision of personal care or similar services.

**Family Subsidy** - A program that may reimburse a family for excess expenses related to their child's disability. This offers support to enable families to keep their children in their homes when lack of financial support would make it very difficult for families to care for their children at home. A child may be eligible for this program through age 21.

**Family Support Services** - Refers to services, which are provided for eligible individuals with developmental disabilities to enable them to remain in appropriate home environments. Services are based on the primary caregiver's need for support in meeting the health, safety, developmental and personal care needs of their family member. Personal care needs include activities of daily living such as eating, bathing, dressing, and personal hygiene. When the eligible client is a minor, out-of-home support may also be provided in a licensed family home. This Family Care Option may be appropriate for children who cannot remain in their family home on a full-time basis. It is available only if the child is not considered deprived within the definition of NDCC 27-20-02 (5), and is not considered boarding care according to the definition of the North Dakota Department of Public Instruction.

**FFY** - Federal Eiscal Year runs from October 1 to September 30.

**Fidelity** - This is the degree of adherence to essential elements in the implementation of evidence-based clinical practice. Program with high fidelity are expected to have greater effectiveness in achieving desired client outcomes.

**FIDM** - The Financial Institution Data Match process is operated by the Child Support Enforcement program in coordination with financial institutions and pursuant to federal and state laws. The process provides for a data match system in which account records are matched with child support cases.

**FLEP** - Family Life Education Program. The department of human services is required by law (NDCC 50-06-06.10) to enter into an agreement with the North Dakota State University extension service for the design of a program to educate and support individuals at all points within the family life cycle. The program must provide support for families and youth with research-based information relating to personal, family, and community concerns and must contain a research component aimed at evaluation of planned methods or programs for prevention of family and social problems. The program must address: 1) child and youth development; 2) parent education with an emphasis on parents as educators; 3) human development; 4) interpersonal relationships; 5) family interaction and family systems; 6) family economics; 7) intergenerational issues; 8) impact of societal changes on the family; 9) coping skills; and 10) community networks and supports for families.

**FMAP** - Federal Medical Assistance Percentage is the federal matching rate for the Medicaid program. FMAP changes annually on October 1.

**Food Stamps** - See Supplemental Nutrition Assistance Program or SNAP.

**Front End System/FRAME** - An added component to the Department's current child welfare computer system that makes intake and data entry more efficient and user-friendly and supports enhanced case management services.

**GA** - General Assistance is a county program designed to cover emergency needs of low-income individuals or families. The covered needs may include rent, fuel and utilities, medical, and burial expenses.

**Good Start, Grow Smart** - The federal initiative that encouraged states to develop early learning guidelines, professional development systems, and quality rating systems and required Head Start programs to demonstrate progress in children's learning.

**Governor's Prevention Advisory Council (GPAC) on Drugs and Alcohol** - Formed by an executive order from the Governor's office, the council is charged with oversight and monitoring of substance abuse prevention activities across state agencies in North Dakota. The Department holds two of the eight council membership positions.

**Guardian Ad Litem** - A court-appointed child advocate mandated by North Dakota law for all abused and neglected children involved in a Juvenile Court proceeding.

**HCBS** - Home and Community Based Services refers to the array of services that are essential and appropriate to sustain individuals in their homes and communities, and to delay or prevent institutional care.

**Head Start** - This is a federally funded program for families with pre-school aged children who meet income eligibility guidelines. Head Start is family-focused and provides early literacy and education, child development, child health services (dental, physical, social-emotional, nutrition) and parent education and support services.

**Head Start-State Collaboration Office (HS-SCO)** - This office is designed to create a visible presence at the state level to assist in the development of significant, multi-agency and public-private partnerships between Head Start and the state. The following are the federally-identified purposes of the HS-SCO: Build early childhood systems and access to comprehensive services and support for all children of families with low-incomes; Create partnership agreements and initiatives between Head Start and appropriate state programs/agencies and encourage Head Start's capacity to be a partner in State initiatives on behalf of children and their families; and Facilitate the involvement of Head Start in State policies, plans, processes and decisions affecting the Head Start target population and other families with low-incomes.

**Health Care Trust Fund** - This trust fund was established by the 1999 North Dakota Legislature as a source of funding for grants and loans to pay for legislatively approved projects.

**Health Tracks** - See North Dakota Health Tracks.

**Healthy Steps** - Is North Dakota's Children's Health Insurance Program that offers comprehensive health coverage for children 18 years of age and younger. To qualify, a child's family must have a net income that is greater than the Medicaid eligibility level, but not exceeding 150% of the federal poverty level. (Deductions for child care, child support, and taxes are allowed when determining eligible income.) Healthy Steps is a "State Children's Health Insurance Program" (SCHIP).

**HIPAA** - Health Insurance Portability and Accountability Act of 1996 [Pub. L. 104-191; 110 Stat. 1936; 42 U.S.C. § 1301 et seq.] that among other things standardizes the format of certain health care information that is transmitted electronically and regulates the release of health care information. HIPAA impacts entities (and their computer systems) that handle individual health care information.

**Home Delivered Meal** - Provides a well-balanced meal to any qualifying individual who lives alone and is unable to prepare an adequate meal, or who lives with another person who is unable or not available to prepare an adequate meal for the recipient.

**Homemaker Service** - Includes tasks such as housekeeping, laundry, and shopping, this service allows an individual to maintain or develop the independence needed to remain in the home.

**HSC** – Human Service Centers are part of the Department and provide help to individuals and families with concerns including family and relationship issues, mental illness, addiction, disabilities, and other needs. Centers are located in Bismarck (WCHSC), Devils Lake (LRHSC), Dickinson (Badlands HSC or BLHSC), Fargo (SEHSC), Grand Forks (NEHSC), Jamestown (SCHSC), Minot (NCHSC), and Williston (NWHSC).

**IADL** - Instrumental Activities of Daily Living means activities requiring cognitive ability or physical ability, or both. Instrumental activities of daily living include meal preparation, shopping, managing money, doing housework, laundry, taking medicine, transportation, using the telephone, and mobility outside the home.

**ICAMA** - Interstate Compact on Adoption and Medical Assistance

**ICFMR** - Intermediate Care Facility for the Mentally Retarded is a residential facility operated pursuant to federal regulations and serving people with developmental disabilities and related conditions. The programming provided is for individuals with extensive needs. Each client must receive a continuous active treatment program, which includes an aggressive and consistent program of training, health services, and related services so that the client acquires the ability to function with as much self-determination and independence as possible.

**ICPC** - Interstate Compact on the Placement of Children relates to the placement of foster children across state lines.

**ICWA** - Indian Child Welfare Act of 1978 [Pub. L. 95-608; 92 Stat. 3069; 25 USCA § 1901 et seq.] recognizes the importance of allowing tribal courts to assume full responsibility for the placement of Indian children in foster care and adoptive homes. Under ICWA, Indian tribes may intervene in such State court proceedings concerning Indian children, and Indian Tribal courts have exclusive jurisdiction over some such proceedings.

**IDDT** - Integrated Dual Disorder Treatment is an evidence-based practice that improves the quality of life of people with co-occurring mental and substance use disorders by promoting consumer and family involvement in service delivery, stable housing as a necessary condition of recovery, and employment as an expectation for many. The IDDT model integrates mental health and substance abuse services utilizing treatment that combines pharmacological, psychological, educational, and social interventions to address the needs of consumers and their families and other support system members. The implementation of IDDT promotes system change, organizational change, and clinical change.

**Individualized Supported Living Arrangement (ISLA)** - This residential service is provided to people with developmental disabilities and/or mental retardation in their own homes or apartments. The level of support provided is individualized to the person's need for training and assistance with personal care, laundry, money management, etc. Individuals who receive ISLA typically need a higher level of support than people in a Supported Living Arrangement (SLA).

**Infant Development** - Home-based, family focused services that provide supports to families of eligible infants and toddlers at high risk for, or with developmental delays or disabilities. An Individual Family Service Plan is developed that identifies services and learning opportunities that support the family in meeting the needs of their child, enhance their child's development, and increase the child's and family's participation in everyday routines and activities within the home and community. An eligible child may receive Infant Development services until he or she is three years of age.

**Institutional Child Abuse or Neglect** - Situations of known or suspected child abuse or neglect where the institution responsible for the child's welfare is a residential child care facility, a treatment or care center for the mentally retarded, a public or private residential educational facility, a maternity home, or any residential facility owned or managed by the state or a political subdivision of the state.

**Integrated Treatment** - The skills and techniques used by treatment providers to comprehensively address both mental health and substance abuse issues in people with co-occurring disorders.

**Intensive In-Home Services** - Services provided under contract with a private agency to families who have at least one child about to be placed in foster care. The program's purpose is to preserve the family, prevent foster care, and assist with family re-unification of children who are placed in foster care.

**Intergovernmental Transfer (IGT)** – This is a complex funding process that was used by North Dakota and about 20 other states to access extra federal Medicaid dollars. The Health Care Financing Administration approved the IGT as part of North Dakota's Medicaid State Plan Amendment. Funds generated by the IGT were deposited into the Health Care Trust Fund. In a compromise worked out in Congress, this source of extra federal Medicaid funding has been phased out. The final North Dakota payment was in July 2004.

**IPAT** - Refers to the Interagency Program for Assistive Technology. IPAT's mission is to increase access to assistive technology devices and services for individuals with disabilities regardless of their type of disability, age, or income level in order to positively impact work, independent living, learning, community involvement and recreation.

**IV-D** - Refers to Title IV-D of the Social Security Act [Pub. L. 93-647; 42 U.S.C. title IV-D]. A Child Support Enforcement program that provides services to locate parents, to establish paternity, to establish child support and medical support obligations, to enforce child support and medical support obligations, and to review and adjust obligations. Services are provided to families receiving public assistance [through Temporary Assistance for Needy Families (TANF) or Medicaid], in cases in which a child has been placed in foster care or upon application for services from either parent.

**IPE** - Is an Individualized Plan for Employment. It describes the nature and scope of rehabilitation, employment and training services provided to an individual with a disability to help that individual reach his or her employment goal. A Vocational Rehabilitation counselor and the client write the client's IPE.

**JCAHO** - Joint Commission on Accreditation of Healthcare Organizations

**JOBS** - Job Opportunities and Basic Skills program provides vocational training and employment for eligible individuals through TANF for the purpose of entering or reentering the job market. The Department of Human Services Program contracts with Job Service North Dakota, Career Options, Spirit Lake Employment and Training, and Turtle Mountain Tribal Employment and Training to provide JOBS program services.

**Kinship Care** - A Temporary Assistance for Needy Families (TANF) program that allows relatives, with supportive services, to provide care and protection to children who are under the care, custody, and control of County Social Services and who would otherwise be in foster care.

**Licensed Child Care Providers** – Are required to maintain at least minimum standards related to physical size of the facility, safety features, cleanliness, staff qualifications, and staff-to-child ratios. See the definitions of the licensed child care provider categories: licensed family child care, licensed group child care, licensed child center, licensed preschools, licensed school-age programs, and multiple license facility. (Unlicensed child care provider categories include: self-declared providers, formerly called “self-certified,” approved relative providers, and registered providers.)

**Licensed Family Child Care** - Care for 7 or fewer children in the provider's own home.

**Licensed Group Child Care** - Care for 8 to 18 children in the home or other type of facility.

**Licensed Child Care Center** - Care for 19 or more children in public or private buildings, churches or schools; children are often grouped by age.

**Licensed Preschools** - Part-time educational and socialization experiences for children age 2 years to kindergarten

**Licensed School-Age Programs** - The care of 19 or more school-age children before and/or after school; some programs provide care during school holidays and summer vacations.

**LIHEAP** - Low Income Home Energy Assistance Program that is also referred to as the energy assistance program. It provides heating assistance grants and services for qualifying low-income households. Benefits equal each household's estimated cost of heat minus a percentage of the household's income and are usually paid directly to heating fuel suppliers.

**Local Child Protection Team** - A multidisciplinary team of staff members from public and private community agencies who assist child protection service agencies to make decisions and recommendations for families involved in Child Protection System (CPS) assessments.

**Long Term Care Facility** - (As defined by North Dakota law) A skilled nursing facility/nursing home, basic care facility, assisted living facility, or swing bed hospital unit. Common usage generally equates it to a nursing facility.

**Long Term Care Ombudsman** - A person who identifies, investigates, and resolves complaints made by or on behalf of residents of long term care facilities and tenants of assisted living facilities. The ombudsman also works in other ways to protect the health, safety, welfare, and rights of residents.

**LRHSC** - Lake Region Human Service Center is located in Devils Lake. (See *HSC entry*.)

**MA** - Medical Assistance, commonly referred to as “Medicaid,” provides medical assistance to certain specified groups of needy low-income individuals as defined by federal law.

**Managed Care** - A system of health care that combines delivery and payment and influences utilization of services by employing management techniques (i.e., case management, referral for specialty services, etc.) designed to promote the delivery of cost-effective health care.

**MDS** - Minimum Data Set is an assessment used to determine a nursing facility resident’s classification for rate setting purposes.

**Medicaid** - See MA above.

**Medicaid Systems Project** - Also referred to as “The Project,” it is the technology project dealing with the replacement of North Dakota’s Medicaid Management Information System (MMIS), Pharmacy Point of Sale (POS) system, and the Medicaid Decision Support System.

**Medicaid Waiver for Home and Community Based Services** - A program authorized by federal law that funds in-home and community based services to individuals who meet Medicaid eligibility standards and require the level of care provided in a nursing facility. This waiver combines the previously separate waivers for aged and disabled and traumatic brain injury populations. The waiver’s goal is to adequately and appropriately sustain individuals in their own homes and communities and to delay or divert institutional care. The waiver provides service options for a continuum of home and community based services in the least restrictive environment.

**Medicaid Waiver for Mentally Retarded and Developmentally Disabled** - A program authorized by federal law that funds in-home and community based services for individuals with mental retardation and/or developmental disabilities who meet Medicaid eligibility standards and require the level of care provided in an Intermediate Care Facility for Mentally Retarded (ICFMR).

**Medicare Part D** - The federal Medicare Prescription Drug Program that provides Medicare beneficiaries with access to prescription drug coverage from a host of private plans.

**Medicare Savings Programs** - Medicaid coverage that pays all or part of the Medicare premiums, deductibles, and co-insurance for Qualified Medicare Beneficiaries, Specified Low income Medicare Beneficiaries and Qualifying Individuals.

**Mental Retardation** - Is a condition diagnosed by age 18 and characterized both by a significantly below-average score on a test of mental ability or intelligence and by limitations in the ability to function in areas of daily life such as communication, self-care, and getting along in social situations and school activities. Mental retardation is sometimes referred to as a cognitive or intellectual disability.

**MFP** – Money Follows the Person is a federal Real Choice Systems Change Rebalancing grant that supports the transition of qualifying Medicaid-eligible individuals from institutional settings to home and community-based long term services.

**MHSAS** - Mental Health & Substance Abuse Services is a division of the Department of Human Services.

**MHSIP** - Mental Health Statistical Improvement Project is the statistical and outcome measurement system for the Department's community based mental health system of care at the regional human service centers.

**MMIS** - Medicaid Management Information System is the computer system that processes all Medicaid claims. Developed in 1978, it is also used to monitor utilization and to provide information needed to manage the Medicaid program. (See *Medicaid Systems Project*.)

**MSLA** - Minimally Supervised Living Arrangement is a community waiver group home or community complex setting, which provides training in community integration, social, leisure, and daily living skills.

**Multiple License Facility** – Entity that has more than one type of child care license such as a Center and Preschool license.

**NCHSC** - North Central Human Service Center is located in Minot. (See HSC entry.)

**NDSH** - North Dakota State Hospital

**Neglect** - The failure of a caregiver to provide essential services necessary to maintain the physical and mental health of another person in the caregiver's care.

**Neglected Child** - Uses the definition in juvenile law for a “deprived child.” A child who is without proper parental care, control, subsistence or education necessary for the child's physical, mental or emotional health or morals. A child who has been placed for care or adoption in violation of law. A child who has been abandoned. A child who is without proper care (as described above) because of the physical, mental, emotional, or other illness, or disability of the parent. A child who is in need of treatment and whose caregiver has refused to participate in treatment, which is court-ordered. A child who was subject to prenatal exposure to chronic or severe use of alcohol or any controlled substance. A child who is present in an environment subjecting the child to exposure to a controlled substance, chemical substance or drug paraphernalia.

**NEHSC** - Northeast Human Service Center is located in Grand Forks. (See *HSC definition*.)

**New Hire Reporting** - Under this reporting process mandated by federal and state law, employers must submit new hire information within 20 days of hiring to the State Directory of New Hires, a component of the Child Support Enforcement Division.

**NF LOC Determination** - Nursing Facility Level of Care Determination is an assessment based on established criteria of an individual's medical needs. A determination must be completed before an individual can receive Medicaid funded nursing facility services or home and community-based services through the Medicaid Waiver for Home and Community Based Services.

**Non-Custodial Parent (NCP)** - For child support purposes, this is the parent who does not have primary care, custody, and control of the child(ren) or, if a court has made a custody determination, the parent who does not have legal custody of the child(ren).



**Non-Medical Transportation** - Transportation that enables individuals to access essential community services such as grocery stores, pharmacies, banking, post office, laundromat, utility company, social services, and the social security office, in order to maintain themselves in their home. *Non-Medical Transportation Driver with Vehicle* refers to situations when the driver with the vehicle is considered as solely transporting the client to and from his/her home and points of destination. *Non-Medical Transportation Escort* is solely accompanying the client for the purpose of assisting in boarding and exiting, as well as during transport, in order that the client may complete the activity for which (non-medical) transportation is authorized.

**North Dakota Health Tracks** - Also known as Early and Periodic Screening, Diagnosis and Treatment (EPSDT), this program provides preventive health care to Medicaid eligible individuals up to age 21. Services include physical exams and screenings, immunizations, and referrals.

**No Services Required** - A Child Protection Services (CPS) assessment decision, which reflects the belief that a child has not been abused or neglected.

**No Services Required, Services Recommended** - A CPS assessment decision that reflects the belief that a child has not been abused or neglected, but the family may be in need of preventative services.

**NSDUH** - National Survey on Drug Use and Health is a survey of the U.S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration's Office of Applied Studies.

**Nurse Management** - This is an aspect of Attendant Care Services. Nurse Management is the provision of nursing assessment, care planning, training of skilled nursing tasks to an Attendant Care Services (ACS) provider, and monitoring of delegated tasks, for clients who are ventilator-dependent and receiving Attendant Care Services.

**Nursing Facility Level of Care Determination** - See NF LOC Determination.

**NWHSC** - Northwest Human Service Center is located in Williston. (See *HSC definition*.)

**Obligee** - The person to whom a child support obligation is owed, generally the custodial parent (CP). It may also be an entity to which a child support obligation is owed.

**Obligor** - The person who is obliged to pay child support. See also noncustodial parent (NCP).

**Older Americans Act (OAA)** - The Older Americans Act of 1965 [Pub. L. 89-73; 79 Stat. 219; 42 U.S.C. § 3001 et seq.] provides federal funding for services to older persons, especially those who are low income, socially needy, frail, or minority persons. Among the services offered are nutrition services, support services, Long Term Care Ombudsman program, and information and referral.

**Olmstead Commission** - Established by an executive order of the Governor, the commission monitors services and conducts planning in order to comply with the United States Supreme Court's Olmstead decision related to providing appropriate community-based services for individuals with disabilities, consistent with needs and available resources of the state.

**Olmstead Decision** - A 1999 U.S. Supreme Court decision, *Olmstead v. L.C. ex rel. Zimring*, 527 U.S. 581, 119 S.Ct. 2176 (1999), in which the Court held that it is a form of discrimination under the Americans With Disabilities Act of 1990 (ADA) if a state fails to find community placements for institutionalized individuals if: 1) the state's treatment professionals have determined that community placement is appropriate, 2) the individual does not oppose the transfer to a community setting, and 3) the placement can be reasonably accommodated taking into account the resources available to the state and the needs of others with disabilities.

**Outreach** - Actions and communication initiated by an agency or organization for the purpose of identifying potential clients and encouraging their use of existing services and benefits.

**PACE** - Program of All-inclusive Care for the Elderly involves Northland Healthcare Alliance and Medicaid and began operation in August 2008. It is a managed care program providing patient-centered, coordinated care to frail elderly individuals who are eligible for Medicare and Medicaid and live in the community. The goal is to meet individual health needs through a care team so participants can remain living independently in the community.

**PAR** - Progress Assessment Revue is a written instrument used as the basis of the eligibility process within Developmental Disabilities. The instrument includes an assessment of needs, which helps determine level of care and authorization of services.

**Parent Aides** - Individuals who, through training and support, work with parents who are at risk of abusing or neglecting their children. County social service boards employ the aides.

**Part C** - Is a section within the federal law of the Individuals with Disabilities Education Act (IDEA) [Pub. L. 94-142; 84 Stat. 175; 20 U.S.C. § 1400 et seq.] that entitles a child under the age of three years and their family to certain supports, services, and rights, which in North Dakota are known as Early Intervention Services for Infants and Toddlers. Part C provides federal financial assistance to states to develop and implement a collaborative statewide system of services for these children and their families.

**Participant Directed Service** - Sometimes called Self-Directed Supports, this option gives the individual the most control over his or her services and supports and also the most responsibility.

**Partnerships Program** - Integrated comprehensive services for children with serious emotional disorders.

**PASRR** - Pre-Admission Screening and Resident Revue is a federal requirement that every person who seeks admission to a nursing facility be screened by the state for evidence of mental retardation or mental illness. If either exists, the screening is intended to determine if nursing facility care is necessary, and if so, to determine if specialized services are needed.

**Peer Support Services** - These consumer centered services have a rehabilitation and recovery focus and are designed to promote skills for coping with and managing symptoms while facilitating the use of natural resources and the enhancement of community living skills. Support services are provided by a person who has progressed in his or her own mental health or substance abuse recovery and is working to assist other people with those issues. Because of their life experience, peers have expertise that professional training cannot replicate.

**Peer Support Specialist** - An occupational title for a person who has progressed in his or her own recovery from a mental disorder and is working to assist other people with a mental disorder. Their life experiences give these individuals expertise that cannot be replicated by professional training.

**PEPP** - Parental Employment Pilot Project. Renamed "PRIDE" (Parental Responsibility Initiative for the Development of Employment) in late 2006. (See PRIDE definition below.)

**PERM** - Payment Error Rate Measurement is an examination of selected Medicaid and Healthy Steps (SCHIP) provider claims to determine if a service is required and the beneficiary is eligible.

**Personal Care Service** - A service that provides assistance with bathing, dressing, toileting, continence, transferring, mobility in the home, eating, and personal hygiene, passive range of motion exercises and simple bandage changes. When specified within the plan of care, this service may also include cueing or prompting, housekeeping tasks such as bed making, dusting and vacuuming, which are incidental to the care furnished or which are essential to the health and welfare of the individual, rather than the individual's family.

**Pharmacy Point of Sale** - This is a computerized point of sale (POS) system that allows pharmacists to enter claims on a real time basis into the payment system. Within seconds, providers receive confirmation that a claim has been processed for payment or denied. If a claim is denied, providers receive immediate information about the reason. The system also prevents payment of duplicate claims, audits claims to ensure the health of Medicaid recipients is maintained by preventing inappropriate drug dispensing, reduces administrative costs and streamlines identification of recipient liability for pharmacy providers.

**Portability** - An individual can move from one area of the state to another or from one service to another and his/ her individual budget and waiver eligibility can remain the same.

**Preschool** - Programs that typically serve children age three through entrance into kindergarten.

**Prevention Activities** - Activities with goals of eliminating or reducing the factors that cause or predispose individuals to increased risk, disease, problems, or disabilities.

**PRIDE** - Parental Responsibility Initiative for the Development of Employment provides employment-related services to noncustodial parents who are behind in their child support obligations. It is administered through the Child Support Enforcement Division with TANF funding assistance. The goal is to help the parents obtain work in order to increase their incomes so that they can support their children. This may result in better family relationships and improved visitation. The Department has implemented it in Dickinson and Grand Forks. It was formerly referred to as PEPP (Parental Employment Pilot Project).

**Prime Time Care** - A prevention program designed to provide temporary child care to families at risk of neglecting or abusing their children.

**Psychiatric Residential Treatment Facility (PRTF)** - (*Formerly called Residential Treatment Center or RTC*) A facility or a distinct part of a facility that provides children and adolescents with a 24-hour, therapeutic environment integrating group living, educational services, and a clinical program based upon a comprehensive, interdisciplinary clinical assessment and an individualized treatment plan that meets the needs of the child and family.

**QI** - Qualifying Individuals are individuals for whom Medicaid pays their Medicare Part B premium. Income must be between 120 percent and 135 percent of poverty level. They cannot be covered by other Medicaid to receive benefits. *See Medicare Savings Programs.*

**QMB** - Qualified Medicare Beneficiaries are persons for whom Medicaid pays the Medicare premiums, deductibles, and co-insurance. Income cannot exceed 100% of the poverty level. See Medicare Savings Programs.

**Qualified Service Provider (QSP)** - An agency or independent contractor that agrees to meet standards for services and operations established by the Department of Human Services to provide home and community based long term care services.

**Quality Rating and Improvement System** - A method to assess (initially and ongoing), improve, and communicate the level of quality in early childhood care and education settings.

**RCCF** - Residential Child Care Facility (foster care facility)

**RCSEU** - There are eight Regional Child Support Enforcement Units in North Dakota. These regional offices provide child support enforcement services.

**Recipient Liability** - This is the amount an individual who is eligible for Medicaid under the “Medically Needy” coverage group must contribute toward his or her monthly medical expenses before Medicaid pays for services.

**Registered Providers** - Child care providers who are eligible to participate in the Child Care Assistance Program and who are generally registered by Tribal entities. These child care providers may be licensed by Tribal entities and subject to their licensing criteria, but are not licensed by the state.

**Refugee Cash Assistance** - A benefit program available for the first eight months that qualifying refugees are living in the United States.

**Rehabilitation Consulting and Services (RCS)** - Associated with vocational rehabilitation (VR) services, these services are designed to assist business owners and employers in developing short and long term strategies regarding disability-related issues including staffing, education, tapping into financial incentives associated with hiring an individual who has a permanent injury, illness, or impairment; or ensuring accessibility to goods or services.

**Rehabilitation Services** - Medical, psychological, social, and vocational services, including physical items, which are necessary to assist persons with disabilities to engage in gainful activity.

**Rehabilitation Services Administration** - The federal oversight agency responsible for the Rehabilitation Act (Vocational Rehabilitation services).

**Report of Suspected Child Abuse or Neglect** - Information received by child protection services concerning the suspected maltreatment of a child.

**Reserved Waiver Capacity** - The state may reserve a portion of the participant capacity for specified purposes such as community transition of institutionalized persons or for individuals who may experience a crisis.

**Residential Care** - Services provided in a facility in which at least five (5) unrelated adults reside, and in which personal care, therapeutic, social, and recreational programming are provided in conjunction with shelter. This service includes 24-hour on-site response staff to meet scheduled and unpredictable needs and to provide supervision, safety, and security.

**Respite Care** - Temporary relief to a primary caregiver for a specified period of time. The caregiver is relieved of the stress and demands associated with continuous daily care.

**Right Track** - This Developmental Disabilities program works to identify infants or toddlers who may be at-risk for developmental delays. The program provides developmental screenings in environments natural and familiar to the child, refers families to appropriate supports and shares child development information with them. For this program, at-risk infants and toddlers are defined as children younger than three years of age who have environmental or biological risk factors for developmental delays or parental concern regarding development.

**RIS** - Regional Intervention Services provide community based intervention for individuals with serious mental health and/or substance abuse needs to determine appropriate level of care. RIS units at the department's human service centers conduct the admission screening for State Hospital admissions.

**RMA** - Refugee Medical Assistance provides up to eight months of Medical Assistance for qualifying newly arriving refugees. The program is 100 percent federally funded.

**ROAP** - The Regional Office Automation Project is a technology system that provides a comprehensive and integrated electronic medical records system to manage and support the business functions and requirements of the department's eight regional Human Service Centers and the Central Office.

**RSA** - Rehabilitation Services Administration is the federal oversight agency responsible for the Rehabilitation Act (Vocational Rehabilitation services).

**RTC** - Term is no longer used. *See Psychiatric Residential Treatment Facility (PRTF) entry.*

**Safety, Strengths, Risk Assessment** - Refers to State Form Number (SFN 455) that is used to document the Child Protection Services (CPS) assessment.

**SAMHSA** - Substance Abuse and Mental Health Services Administration is an agency of the U.S. Department of Health and Human Services (DHHS) that focuses on programs and providing funding to improve the lives of people with or at risk for mental and substance abuse disorders.

**SAPT** - Substance Abuse Prevention and Treatment block grant

**SCHIP** - State Children's Health Insurance Program, which is called Healthy Steps in North Dakota. (*See Healthy Steps definition.*)

**SCHSC** - South Central Human Service Center is located in Jamestown. (*See HSC definition.*)

**SDU** - The State Disbursement Unit is the unit within the department's Child Support Enforcement Division that receives, records, and distributes all child support payments in North Dakota.

**SED** - Serious Emotional Disorder (or Disturbance)

**SEHSC** - Southeast Human Service Center is located in Fargo. (See *HSC definition*.)

**Self-Certified/Self-Declared Child Care Providers** - Care for 5 or fewer children or 3 infants in the provider's home. These providers are not licensed or monitored; they are eligible to participate in the Child Care Assistance Program.

**Senior Community Services Employment Program** - Funded under the Older Americans Act, this program provides career counseling, training, and community service work experience to help low-income persons age 55 and older to secure meaningful employment.

**Services Required** - A Child Protection Services (CPS) assessment decision, which reflects the belief that a child has been abused or neglected and requires contact with the juvenile court.

**SFY** - State Fiscal Year is the period of time in the state budget cycle from July 1 to June 30.

**Single Plan of Care (SPOC)** – This is the computerized treatment/service plan that supports the Wraparound Process in the provision of mental health services to children.

**SLA** - Supported Living Arrangement is a residential service that provides support to people living in their own homes or apartments. Supportive services include help with budgeting, shopping, laundry, etc. and are provided on an intermittent basis, usually less than 20 hours per month. There is a fixed staff to client ratio. People receiving this service generally need less support than people receiving Individualized Supported Living Arrangement services.

**Sliding fee scale** – A system of cost sharing based on income and number of persons in the household.

**SLMB** - Specified Low-Income Medicare Beneficiaries are persons for whom Medicaid pays the Medicare Part B premium. Income must be between 100 percent and 120 percent of poverty level. See Medicare Savings Programs.

**Slots** - The maximum number of individuals who can be enrolled in the waiver at any one point in time. The number of waiver slots is tied to the amount of funding the state legislature has made available for waiver services. One 'slot' usually equals the average amount of money the state expects to spend for an individual for a full year of services.

**SMI** - Seriously mentally ill

**SNAP** - See Supplemental Nutrition Assistance Program (Formerly called the Food Stamp program.)

**SPARCS**- Structured Psychotherapy for Adolescents Responding to Chronic Stress is a group intervention specifically designed to address the needs of chronically traumatized adolescents who may still be living with ongoing stress and are experiencing problems in several areas of functioning. These include difficulties with regulation and impulsivity, self-perception, relationships, dissociation, numbing and avoidance, and struggles with their own purpose and meaning in life, as well as world views that make it difficult for them to see a future for themselves. Program goals include helping teens cope more effectively, enhance self-efficacy, connect with others and establish supportive relationships, cultivate awareness, and create meaning.

**Special needs** - Refers to the needs of children who have, or are at risk of developing, a developmental, emotional, behavioral, learning or physical condition that requires attention, services, and/or program modifications beyond what is generally needed by other children.

**Special Needs Adoption** - The classification of adoption for children who have a physical, emotional, and/or psychological disability (or are at risk for such a disability), are older than age seven, part of a sibling group, or are children whose race/ethnicity may be a barrier to placement.

**Specialized Equipment and Supplies** - Includes devices, controls, or appliances specified in the plan of care, which enable recipients to increase their abilities to perform activities of daily living, or to perceive, control, or communicate with the environment in which they live.

**Specialized Placement** - Refers to a residence for people who are diagnosed as both mentally retarded and mentally ill and whose individualized programs address residential, psychosocial and psychiatric development prior to entry into less restrictive settings.

**SPED** - Service Payments for Elderly and Disabled is authorized by state law to provide a number of home and community based services to functionally impaired older individuals and people with physical disabilities who require assistance to continue to live in a home-like setting.

**SSA** - Social Security Administration

**SSBG** - Social Service Block Grant

**SSDI** - Social Security Disability Insurance

**SSI** - Supplemental Security Income

**State Child Protection Team** - A multidisciplinary team of staff members from public and private agencies (determined by law) that makes the determination whether child abuse or neglect is indicated in cases of suspected institutional child abuse or neglect.

**State Interagency Coordinating Council (ICC)** - Is a council appointed by the Governor. Federal law under Part C of the Individuals with Disabilities Education Act (IDEA) requires the ICC to advise and assist the designated lead agency (ND Department of Human Services) in the performance of responsibilities set forth under Part C regarding early intervention services and to advise the Department of Public Instruction (DPI) regarding the transition of toddlers with disabilities to preschool and other appropriate services. The council is comprised of parents of infants and toddlers with disabilities and representatives of providers of early intervention services, the state legislature, the Department of Human Services, preschools, the State Insurance Department, Head Start, child care providers, and other members at large.

**Subject** - In child welfare terminology, the person who is suspected of abuse or neglect of a child or the person who has abused or neglected a child.

**Supplemental Nutrition Assistance Program (SNAP)** - Formerly called the Food Stamp program, this federally-funded USDA program is intended to raise levels of nutrition among low-income households by supplementing their food purchasing power with monthly benefits distributed through an electronic benefit card.

**Supported Employment** - Competitive work, in an integrated work environment, with ongoing support services for individuals with the most severe disabilities.

**Swing Bed** - A licensed hospital bed in a rural hospital that is used to provide nursing facility level of care services to an individual who is not in need of acute care services.

**TANF** - Temporary Assistance for Needy Eamilies is a federal block grant program established under Title IV-A of the Social Security Act. It serves many needs, such as meeting some of the costs of Foster Care and Child Care Assistance programs. TANF also provides temporary cash assistance to needy families primarily to facilitate the return to or preparation for work.

**TBI** - Traumatic Brain Injury

**TCC** - Transitional Child Care provides partial payment of child care to families who lose TANF assistance eligibility.

**TCLF** - Transitional Community Living Facility is a community waiver group home that provides training for individuals in community integration, social, leisure, and daily living skills in a group living environment. It is preliminary to entry into a lesser restrictive setting.

**TECS** - Technical Eligibility Computer System is the computer system currently used by county social service boards to manage Supplemental Nutrition Assistance Program cases and some Medicaid cases.

**TPL** - Third Party Liability describes potential resources that may be available to offset claims against the Medicaid program. They include health insurance, accident insurance, court settlements, and decrees stemming from accidents of various kinds.

**Transitional Living Service** - Services that train people to live with greater independence in their own homes. This includes training, supervision, or assistance to the individual with self-care, communication skills, socialization, sensory/motor development, reduction/elimination of maladaptive behavior, community living, and mobility.

**Transition Services** - Services provided to assist students with disabilities as they move from school to adult services and/or employment.

**Transitional Medicaid Benefits** - Provides up to 12 months of Medicaid coverage for families who lose eligibility under the Family Coverage group due to earnings.

**Tribal NEW** - Tribal Native Employment Works program is the tribal equivalent of the Job Opportunities and Basic Skills (JOBS) program. The job placement and education program is available to American Indian TANF recipients.

**Tribal TANF** - Tribal governments have the option of direct administration of TANF programs. No Tribe in North Dakota has yet exercised this option.

**Uniform Interstate Family Support Act (UIFSA)** - is a model Act, enacted at the state level, to provide mechanisms for establishing and enforcing child support obligations in interstate cases (cases in which a noncustodial parent lives in a different state than the custodial parent and child).



**UPA** - Either the Uniform Parentage Act or Unreimbursed Public Assistance. The **Uniform Parentage Act** refers to laws, based on model legislation drafted by the National Conference of Commissioners on Uniform State Laws (NCCUSL), enacted at the state level to provide mechanisms for establishing paternity. **Unreimbursed Public Assistance** refers to money paid in the form of public assistance (for example, Temporary Assistance for Needy Families expenditures), which has not been recovered by retaining assigned child support.

**URM** - Unaccompanied Refugee Minor is a child between the ages of birth and 18 who enters the United States with refugee immigration status and the parents are deceased or their whereabouts unknown, and the child is without a family connection. URM youth enter a foster care program specifically administered for their care through a voluntary agency with coordination of the Department. URM foster care meets state licensing requirements.

**VIPR** - The Very Intelligent Payment Recognition system is a computerized check processing system used by the Child Support Enforcement Division to process child support payments quickly and accurately. It interfaces with the Fully Automated Child Support Enforcement System (FACSES) computer system.

**Vision** - The computer system currently used by county social services to administer Temporary Assistance for Need Families (TANF) benefits and some Medicaid cases.

**Vocational Development** - A program of vocational preparation prior to competitive or extended employment.

**VR** - Vocational Rehabilitation provides training and employment services to individuals with disabilities so they can become and/or remain employed. For information about a related service provided by department VR professionals for businesses. See *Rehabilitation Consulting and Services*.

**Vulnerable Adult Protective Services** - Refers to remedial social, legal, health, mental health, and referral services provided for prevention, correction, or discontinuation of abuse or neglect which are necessary and appropriate under the circumstances to protect an abused or neglected vulnerable adult. Services also ensure that the least restrictive alternatives are provided, prevent further abuse or neglect, and promote self care and independent living. (Reference: North Dakota Century Code Chapter 50-25)

**WCHSC** - West Central Human Service Center is located in Bismarck. (See *HSC definition*.)

**Wraparound** - This is a strength-based philosophy of care that includes a definable process involving the child and family that results in a unique set of community services and supports individualized for that child and family. Wraparound is a process. It is not a program. It does not create new programs or services, but is the method of meeting the needs of families through the coordination and identification of natural supports and formal supports, which constitute the Child and Family Team. This process is team driven, focuses on least restrictive methods of care, and uses the family's strengths, preferences, and choices whenever possible. It is a continuum of intensity, which is driven by family needs, complexity, and level of risk.

**YRBS** - Youth Risk Behavioral Survey is conducted by the North Dakota Department of Health and the North Dakota Department of Public Instruction and monitors health-risk behaviors among youth and young adults including behaviors that contribute to injuries, tobacco use, alcohol and other drug use, sexual behaviors, dietary behaviors, and physical activity.